

**NOTICE OF MEETING**  
**LONG BEACH CIVIL SERVICE COMMISSION**

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON  
WEDNESDAY, FEBRUARY 6, 2008, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE  
COMMISSION ON THE 7<sup>TH</sup> FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

**A G E N D A**

1. **MINUTES** - Regular Meeting of January 30, 2008
2. **PROTEST OF WRITTEN EXAMINATION ITEM(S)** – Plumber  
Staff report prepared by Leah Salgado, Personnel Analyst
3. **REQUEST TO FILE LATE APPLICATION** – Carpenter
  - a. Communication from Everado Sanchez, Maintenance Assistant
  - b. Staff report prepared by Caprice McDonald, Personnel Analyst
4. **BULLETIN** – Office Systems Analyst
5. **EXAMINATION RESULTS**  
Building Services Supervisor  
Civil Engineer  
Department Librarian  
Deputy Chief Harbor Engineer  
Equipment Mechanic (Revised)  
Microbiologist  
Plumber  
Public Health Professional  
Registered Nurse  
Senior Civil Engineer  
Senior Traffic Engineer  
Traffic Engineer
6. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**  
Civil Engineer  
Civil Engineering Assistant (08/08/07 & 08/22/07)  
Nurse (08/09/06 & 08/23/06)  
Park Naturalist  
Public Health Nutritionist  
Public Health Professional
7. **REQUEST TO WITHDRAW APPEAL** – Dismissal Hearing 27-D-67
8. **MANAGERS' REPORT**

9. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction

#### **STUDY SESSION ON BUDGET**

9:00 a.m. – **DISMISSAL HEARING 13-D-67**

**THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.**

**"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".**

**LONG BEACH CIVIL SERVICE COMMISSION**  
**AHMED SAAFIR, PRESIDENT**  
**January 30, 2008**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, January 30, 2008, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:**

Mary Islas, F. Phil Infelise, Herb Levi, Ahmed Saafir,  
Jeanne Karatsu

**MEMBER EXCUSED:**

**OTHERS PRESENT:**

Mario R. Beas, Executive Director & Secretary  
Herman M. Long, Deputy Director  
Melinda George, Employment Services Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Chris Daclan, Personnel Analyst  
Leah Salgado, Personnel Analyst  
Debbie McCluster, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Russell Ficker, Personnel Analyst  
Beverly Nieves, Personnel Analyst

**President Ahmed Saafir presided.**

**PRESIDENT'S OPENING  
STATEMENT:**

Imagine a city that allows you to see more clearly in the dark. What if the intranet headlines reads "The Civil Service Department clears the way for more decision making education." Let's ask, "How do responsible personnel prepare themselves to jump in and make decisions, not jump in and learn to make decisions?" If we look at a Hubbard's so called decision brief, which offers less information about a situation than the case study, in which it doesn't present the solution until students have grappled with the issues on their own. We want our personnel to be used to dealing with incomplete data; they should be able to make decisions out of uncertainty. The idea is to try to stimulate what it will be like in a real workplace.

**MINUTES:**

It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of January 23, 2008, be approved as prepared. The motion carried unanimously.

**REQUEST TO REVERT TO  
FORMER CLASSIFICATION:**

**SOMCHITH E. SING/POLICE RECRUIT TO POLICE  
SERVICES ASSISTANT**

The Secretary presented communications from Somchith E. Sing, Police Recruit, requesting Commission approval to return to his former classification of Police Services Assistant. In addition, the Commission presented a staff report prepared by Lourdes Ferrer, Assistant Administrative Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the request to revert to former classification be approved, pursuant to Section 67(1) of the Civil Service Rules and Regulations.

**BULLETINS:**

It was moved by Commissioner Levi, seconded by Commissioner Islas and carried that the following Job Opportunity Bulletins be approved. The motion carried unanimously.

Gas Pipeline Welder/Layout Fitter  
Recycling Specialist

**EXAMINATION RESULTS:**

**ENVIRONMENTAL SPECIALIST – 18 Applied, 7 Qualified**

It was moved by Commissioner Karatsu, seconded by Commissioner Islas and carried that the subject examination results be approved. The motion carried unanimously.

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

It was moved by Commissioner Levi, seconded by Commissioner Karatsu and carried that the following eligible lists be extended for an additional six months. The motion carried unanimously.

Nurse Practitioner (8/22/07)  
Welder

**RETIREMENT:**

**VAIMAU WIREBAUGH/SCHOOL GUARD/POLICE**

It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the subject retirement be received and filed. The motion carried unanimously.

**TRANSFERS:**

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the following transfers between departments be approved. The motion carried unanimously.

Christine Best/Assistant Administrative Analyst I/Public Works to Assistant Administrative Analyst II/Financial Management

Jill Casey/Administrative Analyst III/Public Works to Administrative Analyst III/Financial Management

Teresa Corrigan/Clerk Typist II/Fire to Clerk Typist II/Parks

**REQUEST TO FILE LATE APPEAL:**

The Secretary presented a communication from James E. Trott, Attorney at Law, requesting to file a late appeal for Victor Vidriales. Christina Checel, Deputy City Attorney, was present and addressed the Commission, requesting that they deny Mr. Trott's request. After discussion, it was moved by Commissioner Levi, seconded by Commissioner Islas and carried to deny Mr. Trott's request to file a late appeal on behalf of Victor Vidriales. The motion carried unanimously.

**MANAGERS' REPORT:**

Melinda George, Employment Services Officer, informed the Commission that she and some of her staff attended the WRIPAC meeting in Irvine on Thursday and Friday last week. She also presented Beverly Nieves, Personnel Analyst with her 20-year service pin, and congratulated her for 20 years of service to the City.

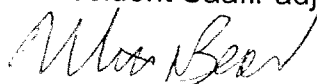
The Secretary informed the Commission that he attended the IPMA-HR Major City/County Meeting in Marina Del Rey on Thursday and Friday last week.

**COMMENTS FROM PUBLIC:**

Dennis Head, President of the Machinist Union, introduced himself to the Commission and addressed concerns about the possibility of a merger of Human Resources and Civil Service Departments. He stated that he would provide something in writing regarding these concerns and how it would impact the classified service.

**ADJOURNMENT:**

There being no further business before the Commission, President Saafir adjourned the meeting.



MARIO R. BEAS  
Secretary

MRB:meh

Date: 1/29/2008

To: Mario r. Beas

From: Everardo Sanchez

Subject: Carpenter test

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Mr. Beas,

I, Everardo Sanchez was injured on the job on November 28 and placed on disability until January 25, 2008. Due to the fact that I was on disability I missed the opportunity to apply for the Carpenter position, as I was unaware of the opening. Would you please consider allowing me the opportunity to take part in the Carpenter test, which are coming up this Monday, February 4, 2008. I am journeyman lather from the local 440 unions and have been a Maintenance Asst III since 2000 and awaiting the opportunity to advance within the City of Long Beach, as I am extremely qualified for the Carpenter position.

Best regards,



Everardo Sanchez

1 **DATE:** February 6, 2008

2 **TO:** Civil Service Commission

3 **FROM:**  Caprice McDonald, Personnel Analyst

4 **SUBJECT: REQUEST TO FILE LATE APPLICATION FOR CARPENTER EXAM –**  
5 **EVERARDO SANCHEZ**

6 Correspondence has been received from Mr. Everardo Sanchez, Maintenance  
7 Assistant III, Parks, Recreation and Marine, requesting the Civil Service Commission's  
8 approval to file a late application for the Carpenter examination. Mr. Sanchez states  
9 that he was not aware of the job opportunity because of his absence from his position  
10 due to a worker's compensation disability. The facts are presented below for your  
11 consideration.

12  
13 Facts for Consideration:

- 14 • On Friday, January 25, 2008, Mr. Sanchez came to the Civil Service Department  
15 and informed the reception staff that he was not aware of the Carpenter job  
16 opportunity due to his disability leave of absence. Therefore, he had not been able  
17 to apply for the examination.
- 18
- 19 • On Monday, January 28, 2008, Mr. Sanchez was informed of Civil Service  
20 Commission Policy 1.05, citing the reasons that Commission would approve filing a  
21 late application.
- 22
- 23 • As background, on December 19, 2007, the Civil Service Commission approved  
24 the job opportunity bulletin for Carpenter. The bulletin was posted December 21,  
25 2007 through January 11, 2008. Applications were available for both distribution

1 and return during that time. All applications were due in the Civil Service  
2 Department by 4:30 p.m., January 11, 2008.

- 3
- 4 • During the filing period, 98 applications were filed for Carpenter. Of that number 65  
5 were invited to the written examination, held on Monday, February 4, 2008. Those  
6 passing the written examination will be invited to participate in the performance  
7 examination to be scheduled later this month.
- 8
- 9 • Today's request falls under Civil Service Commission Policy 1.05, which clearly  
10 states that the Civil Service Commission may consider a late application due to a  
11 death of an immediate family member, a catastrophic natural disaster, or an error  
12 by Civil Service Department staff. Mr. Sanchez's request does not meet the criteria  
13 of the Commission's policy to allow a late application.
- 14
- 15 • Should the Commission approve Mr. Sanchez' request, staff is prepared to  
16 administer a special written examination to him today.
- 17

18 Mr. Sanchez has been informed that this request is on today's agenda and the  
19 possibility of his participation in the examination process will be pending Commission's  
20 approval.

21

22 CM SR020608 - FILE LATE APPLICATION SANCHEZ

23

24

25



# OFFICE SYSTEMS ANALYST

Job Number: 37

## SALARY RANGE:

Grade I – III: \$2,253.84 to \$3,966.24 Biweekly  
\$4,900.00 to \$8,623.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., February 8, 2008 through February 29, 2008. Completed applications and supplemental applications must be received in the Civil Service Department by 4:30 p.m., February 29, 2008. Postmarks will not be accepted.**

The current vacancies are in the Harbor Department and will emphasize the management of Geographic Information Systems.

## REQUIREMENTS TO FILE:

- Four-year college degree with major coursework in computer science or a related field (proof required)\* **AND** two years (full-time equivalent) of recent experience managing large information technology projects or managing and maintaining a large, complex critical business system, such as ERP, records management, e-mail or computer aided design system. Experience may be substituted for education on a year-for-year basis.
- Thorough knowledge of the principles, techniques and methods used in acquiring, developing, implementing and/or enhancing computer hardware and software
- Effective oral and written communication and interpersonal skills
- Proof of a valid Class C motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at the time of selection interview.

**\*Applications will not be processed until all required proofs are received. Any required proofs, such as diplomas, transcripts, or certificates, must be received in the Civil Service Department by March 5, 2008.**

**EXAMPLES OF DUTIES:** Under limited supervision, performs specialized technical work pertaining to information technology project management, systems design and implementation, administration and end user support activities; analyzes application software and systems, defines problems and develops solutions or coordinates resolutions through the use of vendors; evaluates end user requests and analyzes current business processes to determine appropriate steps to be taken to improve business processes; installs, customizes, and maintains complex software applications and related hardware; defines backup, recovery and security procedures for critical business systems; develops, maintains and/or updates systems standards and documentation; may prepare or evaluate training materials and manuals; may act in a lead or supervisory capacity; and performs other related duties as assigned.

## SELECTION PROCEDURE:

This examination will be conducted using the non-competitive procedure of placing qualified individuals on an eligible list. Screening of candidates will be conducted on the basis of applications and documentation submitted. Eligible lists will be established periodically. Resumes will be accepted, but may not be substituted in lieu of the required application forms. It is to the candidate's advantage to clearly document all job-related education, training and experience. Qualified applicants will be placed on the eligible list with those receiving Veteran's Credit first, and then in the order in which applications were filed.

**If you have not received notification by March 19, 2008 contact the Civil Service Department at (562) 570-6202.**

This information is available in an alternative format by request at (562) 570-6202.